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NAVY REGION SOUTHWEST
REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex G

Base Support Installation (BSI) Mission

1. **Purpose.** To provide sub-region Emergency Management Officers (EMO's) planning data required to facilitate execution of BSI responsibilities during disaster relief/recovery operations, or during other operations when a BSI is necessary.
2. **Discussion**
 - a. During disaster recovery operations, FFMA as the lead federal agency may request that DoD designate a military installation in the vicinity of the disaster as a staging base for recovery operations. In general the activation of such an installation is intended to facilitate transport of personnel, equipment and material, improve communications and provide an infrastructure for support of personnel involved in disaster recovery operations.
 - b. The Defense Coordinating Officer (DCO) or other military authority may also request use of an installation as a BSI to support special missions outside of the disaster recovery arena.
 - c. BSI's share common characteristics that can be used by emergency and disaster planners to anticipate designation of BSI's within the Navy Region Southwest area of responsibility. These common characteristics are:
 - (1) Outside the immediate disaster area, but within reasonable road or rail movement of the disaster site
 - (2) Airfield capable of supporting C-5, C-17, C-130 and C141 fixed wing aircraft, and helicopter operations.
 - (3) Hard stand for staging of equipment and supplies.
 - (4) Office space or other shelters from which operational or logistics center can shelter and operate.
 - d. During disaster operations, the Regional Commander, through the Regional Office of Emergency Management (OEM), may nominate a BSI to assist federal recovery

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operations. Such designation and/or subsequent operations shall not affect the ability of the selected installation to resume a mission ready posture or degrade that posture during execution of the BSI mission. As a matter of policy, installations directly affected by the disaster shall not be considered for designation as a BSI except in extraordinary circumstances.

e. BSI operations and support for federal disaster recovery operations will, in addition to facilities support, engender requests for selected materials, supplies, services and equipment. A generic list of these requirements is provided below to assist and prepare potential sub-regions for BSI operations:

- (1) Transportation (personnel and supply) to/from and in/around the operational areas (buses and trucks).
- (2) Supply and distribution (food, water, ammunition, fuel, oil, repair parts, etc.).
- (3) Communications for C2 operations to include computers and T1 telephone lines.
- (4) Large open areas to serve as bivouac sites, messing, laundry and basic subsistence services (heads and showers).
- (5) Emergency medical services.
- (6) Airfield operations to receive and service military aircraft (helicopters and transport).
- (7) Contracting and purchasing of supplies and services.
- (8) Support maintenance of common type equipment.
- (9) Airfield control group/airlift control element.
- (10) Administrative, logistical and transportation support to FEMA civilian Urban Search and Rescue teams (about 60 personnel with a total of 60,000 pounds of equipment and four working dogs).
- (11) Forward assembly areas in or near the area of operations.

f. Sub-regions selected as BSI's will be expected to continue military mission operations plus those imposed by the BSI mission. Installation commanders should be prepared to request personnel, material and equipment augmentation from Regional OEM.

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g. Commands will not pre-designate BSI's or enter into agreements which automatically commit a certain sub-regions for BSI duties. Consideration of any sub-region for BSI duties will be situation dependent and primary consideration will be given to preservation of military mission effectiveness. However, this does not preclude the region or individual sub-regions from providing capability information to FEMA for planning purposes.

h. In order to facilitate liaison with FEMA, the Defense Coordinating Officer, or other appropriate military authority, the Regional OEM may also assign a Navy Emergency Preparedness Liaison Officer (EPLO) to a selected BSI. These officers (O5 and O6) are trained in all aspects of DoD Support to Civil Authorities (DSCA) and can assist the installation commanders directly in coordinating with FEMA, the DCO or other civil authorities in disaster response efforts.

3. **Action**

a. **Regional OEM.** The Regional Office of Emergency Management will:

(1) Act as the central coordination point for planning, selection and execution of BSI missions. In so doing, will facilitate liaison between applicable regional support functions and the installation selected for BSI duties. Also coordinate special BSI missions and exercises with the DCO and the Navy EPLO's.

(2) Assign Navy EPLO's to support BSI mission coordination and work directly with sub-region EMO's.

b. **Sub-Regions.** All sub-regions will:

(1) Understand the general duties of a BSI and be prepared to support such missions when requested.

(2) Provide planning information on installation capabilities to Regional OEM.

(3) If selected as a BSI, ensure that accurate record of services provided and associated costs are maintained for possible reimbursement.

c. **Navy EPLO's.** Navy Emergency Preparedness Liaison Officers will:

(1) When requested by Regional OEM or in the case of special BSI missions when directed by the DCO, deploy to designated BSI.

(2) Obtain travel orders from COMNAVRESREDCOM Southwest in accordance with Annex H of this instruction.

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- (3) Upon arrival at the BSI, immediately contact the installation commanding officer and appropriate staff members.
- (4) Notify Regional OEM.
- (5) Notify the DCO (if applicable).
- (6) Ensure sub-regions maintain accurate records of services provided and associated costs for possible reimbursement.
- (7) Provide daily situation reports via phone or e-mail to Regional OEM.

4. **Reports**

a. **Situation Reports (SITREPS)**

(1) Upon activation of a sub-region BSI, a SITREP shall be drafted and submitted in accordance with the guidance provided in OPNAVINST 3100.6 (series). At a minimum, the initial SITREP will contain the following information:

- (a) The reason for the BSI activation.
- (b) Actions taken as a result of the reason for BSI activation.
- (c) An assessment of disruption to military mission, including all tenant commands.
- (d) Any military support to civil authorities provided.
- (e) Any media interest.

(2) Follow-up SITREP's shall be submitted at least every 12 hours while the BIS is activated that updates the above information.

(3) It is the responsibility of the sub-regional Emergency Management Officer (EMO) to ensure timely and complete SITREP's are prepared and forwarded.

b. **After Action Report**

- (1) An after action report is required after BSI function.
- (2) The after action report will assist emergency planners, legal officers, safety officers, comptrollers, and tenant commands to improve procedures, detect any weakness, and to mitigate other vital concerns that will impact future BSI missions.

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(3) The following information is required in an after action report:

(a) Synopsis. A one or two paragraph compilation of the BIS mission, the response, major problems encountered, and the resolution.

(b) Problem. A description of why and how the BIS was activated.

(c) Planning. A description of development, and the goal that was identified, including the planned involvement of outside resources, other command and or agencies.

(d) Deployment. A timeline of when and where the components of the plan were deployed.

(f) Post Action. A description of any follow-up assignments, investigations, and efforts that were necessary.

(g) Media Coverage. Public Affairs is required to provide an after-action report detailing coverage by reporters. This report should include videotape recordings of news broadcasts, as well as copies of print news stories.

(h) Operational Critique. If an organized critique was conducted, a synopsis of its issues and recommendations for changes or improvements shall be included in the report. If a critique was not conducted, this section can list the BSI Commander's opinions as to the high and low points of the operation, as well as recommendations for departmental improvements.

(i) Debriefing Information. A list all relevant debriefing information including:

- 1 Number of persons arrested.
- 2 Injures to Navy first responder personnel rather military or civilian workers.
- 3 Any unusual actions taken.
- 4 Any complaints or claims that may be received.
- 5 Any expended resources or emergency purchases resulting from the operation.

(j) Attachments or references. A list of all reports generated by

Navy personnel and other civilian agencies, including after action reports submitted by other units, Navy commands, and/or agencies. Actual copies of these documents shall be attached.

(5) It is the responsibility of the sub-regional Emergency Management Officer (EMO) to ensure a timely and complete after-action report is prepared.

(6) After action reports will be drafted and submitted in standard Navy SITREP format as outlined in OPNAVINST 3100.6 (series).